



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

## General Position Information

**Job Title:** 12136 - Deputy Director, National Insider Threat Task Force – GS-15

**Salary Range:** \$142,701 – \$170,800 (not applicable for detailees)

**Vacancy Open Period:** 02/26/2020 – 03/12/2020

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal ODNI Candidates, Detailees

**Division:** NCSC/SSD

**Duty Location:** Bethesda, MD

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required:** 0-25% Travel

**Relocation Expenses:** For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

**Job Interview Travel:** Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

## Position Information

**\*\*\*\*Previous candidates do not need to reapply. Applications will remain under consideration.\*\*\*\***

This is an opportunity for:

- An internal candidate to fill a GS-15 cadre position.

## Who May Apply

Current GS employees at the same grade as the advertised position grade may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
  - Current ODNI permanent cadre.
- For a detailee assignment:
  - Current Federal Government employees. (Current GS employees at the same grade as the advertised position grade may apply.)



## Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

## Component Mission

The mission of the National Counterintelligence & Security Center is to lead and support the U.S. Government's counterintelligence (CI) and security activities critical to protecting our nation; provide CI outreach to U.S. private sector entities at risk of foreign intelligence penetration; and issue public warnings regarding intelligence threats to the U.S.

## Major Duties and Responsibilities (MDRs)

NCSC is looking for a top-performing GS-15 to take a leadership role on the National Insider Threat Task Force (NITTF). This is an opportunity to gain experience in a national level environment that requires the integration of counterintelligence and security expertise. Overall, by serving in a leadership position on the NITTF, the incumbent will expand his/her skills in all the areas necessary to prepare him/her for positions of greater responsibility.

- The NITTF Deputy Director (NITTF/DD) serves on the leadership team of a multi-agency task force established by Executive Order 13587 to build a US Government-wide program to deter, detect and mitigate insider threats. This national program is implemented through individual programs within approximately 100 executive branch departments and agencies.
- The NITTF/DD manages the day-to-day operations of the NITTF, including, among others duties
- Serving as Acting Director in the absence of the Director
- Liaising with personnel from across the executive branch (including the White House, OMB, all the departments and agencies), as well as Congress
- Facilitating NITTF staff meetings to communicate information and effectively oversee internal work processes
- Providing direct management and oversight of programs, activities and personnel supporting NITTF objectives
- Overseeing the building and execution of the NITTF Budget and future year Spend Plan
- Providing oversight of contracts and contractors
- Representing the NITTF in speaking engagements to audiences of all levels
- Overseeing the production of the NITTF Annual Report to the President



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

- Managing personnel processes with the multiple agencies that provide assignees to the NITTF
- Assess performance, collaborate and oversee goal setting, and provide feedback on personal development for assigned team members
- Overseeing action tracking and response in the NITTF
- Overseeing outreach activities to executive branch departments and agencies (IC and Federal Partners), Congress and industry.
- Overseeing the production of briefings and speeches in response to various requests from executive branch departments and agencies, Congress, industry and others
- Overseeing the scheduling, preparation and provision of conferences with NITTF stakeholders

## **Mandatory and Educational Requirements**

- Expert knowledge of the roles and responsibilities of executive branch departments and agencies, as well as White House and congressional oversight bodies
- Superb critical thinking skills to analyze issues and develop solutions
- Superior ability to communicate, both verbally and in writing, complex information in a clear, concise manner that is targeted to and meets the needs of diverse audiences with different perspectives and objectives
- Superior ability to work effectively both independently and in a team or collaborative environment, mentor junior colleagues, and utilize strong organizational and interpersonal problem solving skills
- Superior ability to listen to, clarify, and convey an understanding of others' ideas, comments, and questions, and integrate and build upon diverse opinions in a manner that encourages the formation of integrated solutions and positions
- Expert ability to direct taskings, assess and manage performance, collaborate on goal setting, and support personal and professional development of all levels of personnel
- Demonstrated ability to lead multi-organizational efforts and deliver results

## **Desired Requirements:**

NONE

## **Key Requirements and How To Apply**

### **Internal ODNI Candidates:**

A complete application package must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** Applications should be sent to either

DNI\_COO\_TM\_HR\_OPS\_TEAM\_B\_WMA@cia.ic.gov (classified email system) or

Recruitment\_TeamD@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both dewbret@dni.ic.gov (*Brett D.*) and zackern@dni.ic.gov (*Natalia Z.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

## **Current Federal Employees Applying for a Detail Assignment:**

**Applicants from federal agencies within the Intelligence Community (IC)** may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. *Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).*

**Applicants from federal agencies outside the IC** must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record. Please disregard if you are not a Federal Government employee.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

**WHERE TO SUBMIT:** Applications should be sent to either

DNI\_COO\_TM\_HR\_OPS\_TEAM\_B\_WMA@cia.ic.gov (classified email system) or

Recruitment\_TeamD@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both dewbret@dni.ic.gov (*Brett D.* ) and zackern@dni.ic.gov (*Natalia Z.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

## **All Applicants:**

**APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.**

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 703-275-1250.

## **What To Expect Next**

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

## **Agency Contact Information**

ODNI Recruitment; Phone: 703-275-1250; Secure: 934-3789; Email: Recruitment\_TeamB@dni.gov

## **Other Information**

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

**REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES:** The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI\_Reasonable\_Accommodation\_WMA@cia.ic.gov and DNI\_Diversity\_WMA@cia.ic.gov, by unclassified email at DNI\_DRA@dni.gov, by telephone at 703-275-3799 or by FAX at 703-275-1217 . Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**